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REQUEST FOR QUOTATION FOR PROVISION OF ARMED SECURITY GUARD SERVICES.

Organization: STEWARDWOMEN

Location: Juba, South Sudan

Issue Date: 12/6/2025

Closing Date: 2nd/ 7/2025

1. Background

STEWARDWOMEN is an indigenous South Sudanese women-led organization founded in 2009 to address the problems of sexual and gender-based violence; lack of access to justice by women; lack of participation of women in leadership and decision-making and poverty among others. It is registered as a not-profit non-governmental organization with the government of South Sudan in 2009. Our vision is a South Sudanese society free from the violations of the human rights of women and children. Our mission is to develop, shape, and empower South Sudanese women to advocate for policies that foster equal economic opportunity and secure human rights for women and children. Our 2024-2026 strategic intervention areas are 1) access to justice; 2) legislation and law reform; 3) psychosocial support to GBV survivors; 4) protection of adolescent girls in schools; 5) women leadership and empowerment; 6) governance/peace building.

As part of our commitment to ensuring the safety and security of our staff, assets, and premises, we are seeking a qualified armed security company to provide professional security guard services at our offices in juba.

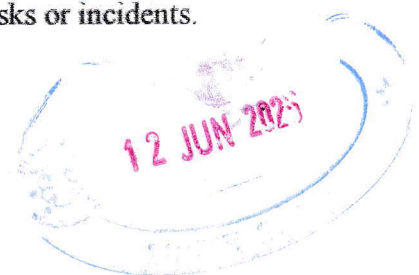
2. Objective

To engage a reputable and experienced armed security service provider to deliver efficient and reliable physical security services, including the provision of trained security guards for steward women office in juba compound.

3. Scope of Work

The selected firm will be required to:

- Ensure 24/7 security coverage (or specify hours if different).
- Maintain entry/exit logs, conduct regular patrols, and monitor premises.
- Respond promptly to security incidents or emergencies.
- Liaise with the organization's security focal point on any risks or incidents.
- Provide security reports as required.



4. Required Qualifications

Interested security companies must:

- Be legally registered to operate in South Sudan.
- Have at least 5 years of experience providing security services.
- Provide proof of trained and vetted security personnel.
- Have valid licenses and insurance.
- Demonstrate capacity to operate within juba.



5. Proposal Requirements

Interested firms should submit:

- Company profile and relevant experience.
- Technical proposal detailing approach, staffing, and operational plan.
- Financial proposal (monthly or per guard rate, including VAT).
- Copies of valid business registration, licenses, and insurance.
- At least three (3) recent references from previous or current clients.

6. Submission Guidelines

Quotation should be submitted via email to:

The Human Resource and Administration Officer through the email address:

stewardwomen.jobs@gmail.com

Only successful applicants will be contacted.

Subject Line: "Quotation for Armed Security Guard Services

Deadline for submission: 4:00pm, 2nd /July /2025

Late submissions will not be considered.

7. Evaluation Criteria

Quotation will be evaluated based on:

- Experience and qualifications of the firm (30%)
- Technical approach and understanding of the assignment (30%)
- Cost-effectiveness (30%)
- References and past performance (10%)

STEWARDWOMEN reserves the right to accept or reject any or all quotations and is not bound to select the lowest bidder.

NB: STEWARDWOMEN has a zero tolerance for sexual exploitation, abuse and harassment (SEAH) and DO not apply if you are a known perpetrator or convicted as so.

